

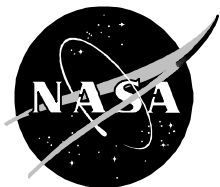
VERSION DESCRIPTION DOCUMENT FOR THE NASA PERSONNEL/PAYROLL SYSTEM

Software Release

8.1

PrISMS Contract

04/30/01



National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Huntsville, Alabama 35812

**VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 8.1**

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA

April 30, 2001

**VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 8.1**

Approved by

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, AL

April 30, 2001

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1. INTRODUCTION

This Version Description Document (VDD) identifies the exact version of the National Aeronautics and Space Administration (NASA) Personnel/Payroll System (NPPS) software released for installation/implementation.

1.1 IDENTIFICATION OF THE RELEASE

System Name – NPPS

Release Number – Software Release 8.1

Release Effective Date – May 09, 2001

The release datasets will be made available to the support Database Administrator (DBA) for installation, at which time all centers will be notified that it has been installed in the appropriate test database.

1.2 PURPOSE OF THE RELEASE

The purpose of this release is to implement the NPPS software allocated for this release in a test environment. The detailed description of the release is specified in Appendix C, Functional Change Validation Procedures.

1.3 SCOPE OF THE RELEASE

The VDD provides the functional and technical user of NPPS with the following information regarding changes to the contents and status of the application, NPPS Release 8.1, including the following:

- Changes implemented since the last release
- References to other documents affected by this release
- Changes to application files and data formats
- Detailed software installation procedures
- Validation procedures to ensure the reliability of the software changes.

1.4 CONTACT POINTS

Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS) provides sustaining engineering for NPPS through the NASA Automated Data Processing (ADP) Consolidation Center (NACC) Technical Services Center located at Marshall Space Flight Center (MSFC). Questions regarding the function and/or the technical aspects as well as the installation of this release should be directed to:

The NACC Technical Services Center (use the following Key Words: SESAAS & NPPS)

Telephone: (256) 544-5516

E-Mail: billy.graham@msfc.nasa.gov

FAX: (256) 544-1836

2. FUNCTIONAL INFORMATION

This section includes details regarding functional changes, functional interfaces, critical issues, affected documents, and application system administration.

2.1 FUNCTIONAL CHANGES

Please refer to Appendix C, Functional Change Validation Procedures, for a description of all functional changes related to this release. Appendix D, Installation Instructions, describes all Predict changes related to this release.

2.2 FUNCTIONAL INTERFACES

Not Applicable

2.3 CRITICAL ISSUES

Not Applicable

2.4 AFFECTED DOCUMENTS

The following documents will be affected by this release:

- NPPS System/Software Requirements Specification (SRS)
- NPPS-UOG-10, NPPS User and Operations Guide (UOG)
- Employee Express Interface Change Document (EEICD)

The modified pages of these documents will be distributed under separate cover.

2.5 APPLICATION SYSTEM ADMINISTRATION

Not Applicable

3. TECHNICAL INFORMATION

This section includes details regarding technical system interfaces, data dictionary changes, software object changes, and database administration.

3.1 TECHNICAL SYSTEM INTERFACES

Not Applicable

3.2 DATA DICTIONARY CHANGES

Not Applicable

3.3 SOFTWARE OBJECT CHANGES

Modified programs are specified in Paragraph 3.2 of Appendix D, Installation Instructions.

3.4 DATABASE ADMINISTRATION

The specific database administration activities for NPPS 8.1 are detailed in Appendix D, Installation Instructions.

3.4.1 Release Dataset Names

The datasets for Software Release 8.1 are included in the Introduction of Appendix D, Installation Instructions.

3.4.2 Inventory of Objects

An inventory of objects is described in Paragraph 3.2 of Appendix D, Installation Instructions.

3.4.3 Storage Considerations

Not Applicable

3. 4.4 Installation Procedures

Refer to Appendix D, Installation Instructions, for detailed installation procedures.

3.5 OPERATIONAL PREPARATION

Refer to the procedures described in Section 3.4.4 for assistance in preparing for proper installation and operational use of the release.

APPENDIX A

ABBREVIATIONS AND ACRONYMS

ABBREVIATIONS AND ACRONYMS

ADP	Automated Data Processing
CPO	Consolidated Payroll Office
DBA	Database Administrator
DDM	Data Definition Module
DR	Discrepancy Report
EEICD	Employee Express Interface Change Document
HR	Human Resources
ICD	Interface Change Document
IRM	Information Resources Management
JCL	Job Control Language
MSFC	Marshall Space Flight Center
NACC	NASA ADP Consolidation Center
NASA	National Aeronautics and Space Administration
NOAC	Nature Of Action Code
NPPS	NASA Personnel/Payroll System
RC	Requirements Change
SESAAS	Sustaining Engineering Support for Agencywide Administrative Systems
SRS	System/Software Requirements Specification
UOG	User Operations Guide
VDD	Version Description Document

APPENDIX B

GLOSSARY

GLOSSARY

Consolidation Center

Responsibility for processing and balancing payroll for all centers in the consolidated database.

Database Administration

Responsibility for maintaining the physical database environment.

Implementation

The process by which a NASA site installs a software release and places it into operational use.

Operational Preparation

Preparation by a NASA site for installation and use of an application release.

System Administration

Responsibility for administrative functions such as application security and table data maintenance associated with an application.

APPENDIX C
FUNCTIONAL CHANGE VALIDATION
PROCEDURES

VALIDATION PROCEDURES SOFTWARE RELEASE 8.1 PERSONNEL & PAYROLL

1. 96000257

- A. **Purpose:** To show when a garnish deduction is satisfied that the deduction amount does not show on QNORM.
- B. **Test Procedure:** Set up garnishment for employee. Verify QNORM shows deduction amount. Garnishment deduction amount should be enough to be complete in two pay cycles. Give good time card, check QREG to be sure deduction was taken. Run Jobs 4, 5, 6, and 9. Repeat giving a good time card. Check QREG, Run Job 4, 5, 6, and 9 again. Garnishment should be complete. Check QNORM, deduction amount should not be showing.
- C. **Validation:** Verify garnishment deductions shows on QNORM, verify after two pay cycles garnishment cumulative deduction is complete. Verify garnish deduction does not show on QNORM. Verify QNORM Gross minus deductions equals net amount of pay.

2. 99000076

- A. **Purpose:** To show that a message will be displayed if an invalid state code is entered on FTAX or CASHPAY Screen. To show a transaction will not process with an invalid state tax code.
- B. **Test Procedure:** In NPPS, from the command line enter TEMPRID. Pull up the first state, which is Alabama; delete Alabama from the table. Select test person, from FTAX enter SSN of test employee, change state Tax code to AL---should receive message, "STATE NOT IN TEMPRID". Change State tax code on FTAX from AL to CA, message will disappear and transaction will be processed. CASHPAY—enter "N" under Function, select test employee, enter SSN on CASHPAY screen, under Function put A, to add an award. Enter money, enter G for government, enter State Code of AL, hit enter will receive message, "STATE NOT IN TEMPRID".
- C. **Validation:** Verify that a 3 star message will be received when an invalid state code (a state not on TEMPRID) is entered on FTAX and/or CASHPAY screen.

3. 99000086

- A. **Purpose:** To show that NEBA Basic and optional fields are reset to zero (0) when an employee's NEBA Coverage is cancelled or when an employee's duty status changes to Z (inactive).
- B. **Test Procedure:** Run adhoc to view NEBA fields, select 2 employees for testing: 1st employee, cancel NEBA basic and optional insurance.

Second employee—Do a NOAC 302 for Retirement. Be sure employee has NEBA plus Optional Insurance. Run ADHOC again, check NEBA fields.

- C. **Validation:** Verify both employees show on ADHOC with NEBA insurance fields reset to zero (o) after cancellation of Insurance and after duty status changes to “Z”.

4. **99000096**

- A. **Purpose:** To ensure that the state tax information on NON-ICB AWARDS given for employees in one Center does not flow over to another Center.
- B. **Test Procedure:** Select two centers, from CASHPAY screen enter a NON-ICB award for employee of the 1st center, enter another award in the 2nd center. Run report 106, cash awards listing, run report 117, Non-Personnel action awards edit list, run report 202 for each employee, run report 406, SF1166 data information.
- C. **Validation:** Verify that the accounting information for the 1st center is shown on all reports. Verify that the accounting data for the 2nd center does not contain tax data from the 1st center. Verify that the accounting breakout for State taxes reflects the totals for each Center.

5. **99000110**

- A. **Purpose:** To show that Report 201 will run and not receive a fatal error when report is run from midnight to 6 a.m.
- B. **Test Procedure:** Schedule report 201 to run after midnight to 6 a.m.
- C. **Validation:** Verify that report run to completion and a fatal error was not received.

6. **20000013**

- A. **Purpose:** To show TSP Loan is not Cancelled when employee separates, and that TSP Loan deductions are deducted from employee's final pay.
- B. **Test Procedure:** Terminate an employee with NOAC 357. Mature the NOAC and print the screens in QREG and TSP LOAN screen.
- C. **Validation:** Verify Loan screen and QREG screen to make sure loan amount is deducted for employee's final pay.

7. **20000016**

- A. **Purpose:** To modify Employee Express processing to prevent Bond “change” transactions from resetting Refund Amount on a bond that has “deleted” (stopped). An edit in the BOND screen has also been added to prevent such an occurrence in online Bond processing.
- B. **Test Procedure:** Select two employees with Bond deductions.

- 1) For the first employee, process a Bond “stop” (trans 0093) or Bond “stop all” (0095) transaction through Employee Express.
- 2) In the same transaction file, process a Bond “change” transaction to the same bond.
- 3) Run Payroll Batch Mature to “mature” the suspended Bond transactions.
- 4) Run/print the Transaction Report (201).
- 5) For the second test employee, process an online “stop” (Function = D) transaction at the Bond screen.
- 6) For the same Bond, attempt a “change” (Function = C) transaction.

C. Validation:

- 1) Verify the Employee Express Bond change transaction is rejected and that the Transaction Report reflects the message, “***CANNOT SU/DEL/CHG A BOND WITH STATUS = ‘DELETE’”.
- 2) Verify the online Bond “change” is rejected and that the Bond screen displays the message, “***CANNOT SU/DEL/CHG A BOND WITH STATUS = ‘DELETE’”.

8. 20000038

- A. **Purpose:** To show that the tally of Non-US Citizens sent to CAPPS via SF113 reflects accurate totals.
- B. **Test Procedure:** Schedule and run NECAPP2 via BJS, capturing work files 3 and 6 in the output. FTE and PTE combined to equal to the TNE database and UCE and NCE combined should also come to the same amount.
- C. **Validation:** Verify that the correct totals are reflected in the work files. The sum of FTE and PTE should equal TNE, as should the sum of UCE and NCE.

9. 20000053

- A. **Purpose:** To show that payblock totals do not print for an individual when changing payblocks during the year, and to show that the payblock and SSN and payroll data will show on the second page of report 423.
- B. **Test Procedure:** Select a Center, run Job 6 to initialize data, set ctlpay to the 1st pay period in a money year. Select 2 or 3 employees for testing. Give each employee a good time card, run Job 4 to update history, run Job 6 to initialize the pay period so the pay periods will roll on ctlpay. Repeat this process for about 20 pay periods, change the payblock for one employee and repeat the process of giving a good time card. Continue with a good time card for each test employee, running

job 4 and job 6 until the end of the pay year is reached. Submit the Report 423 for each of the test employees.

- C. **Validation:** Verify that the data does not reflect payblock totals, especially the employee who changed payblocks. Verify that the headings on the second page are the same as the headings on the 1st page of the report.

10. **20000060**

- A. **Purpose:** The Superdescriptor is not bringing back all employees.
- B. **Test Procedure:** Use the ADHOC to read the amount of people brought back before the new key is used and after the new key is used. Compare results.
- C. **Validation:** Since the superdescriptor is not bringing back people without a middle name, check to make sure all employees with and without a middle initials are being brought back.

11. **20000074**

- A. **Purpose:** To show that garnishment deductions are subtracted from the net pay on QNORM after Job 9 (batch job) is run.
- B. **Test Procedure:** Use procedure in 96000257, running Job 9.
- C. **Validation:** Verify that after Job 9 has been run that a garnishment deduction is subtracted from totals on QNORM and still not included in Net Pay.

12. **20000080**

- A. **Purpose:** To modify to the calculation of Availability Pay for Law Enforcement Officers (Occupational Code = 1811).
- B. **Test Procedure 1:**
 - 1) Select several test employees who are Law Enforcement Officers (Occ Code = 1811) presently receiving Availability Pay.
 - 2) Suspend and mature Personnel Actions affecting Basic Pay, such as NOACs 702, 894, etc.
 - 3) Suspend and mature NOAC 819 (Availability Pay).
- C. **Validation 1a:**
 - 1) Verify Availability Pay is re-computed at an amount equal to the lesser of 25% of Adjusted Basic Pay or the difference between the Salary Limit for Grade 5 as defined in the REX2 table (\$114,500) and the employees' Adjusted Basic Pay.
 - 2) Verify NOAC 819 sets Availability Pay to zeroes.
- D. **Validation 1b:**

- 1) Verify Availability Pay is re-computed at an amount equal to the lesser of 25% of Adjusted Basic Pay or the difference between the Salary Limit for Grade 5 as defined in the REX2 table (\$114,500) and the employees' Adjusted Basic Pay.
- 2) Verify NOAC 819 sets Availability Pay to zeroes.

E. Test Procedure 2:

- 1) Select several test employees who are Law Enforcement Officers (Occ Code = 1811) presently *not* receiving Availability Pay.
- 2) Suspend and mature Personnel Actions affecting Basic Pay, such as NOACs 702, 894, etc.
- 3) Suspend and mature NOAC 819 (Availability Pay).

F. Validation 2:

- 1) Verify Availability Pay is re-computed at an amount equal to the lesser of 25% of Adjusted Basic Pay or the difference between the Salary Limit for Grade 5 as defined in the REX2 table (\$114,500) and the employees' Adjusted Basic Pay.
- 2) Verify NOAC 819 sets Availability Pay to zeroes.

G. Test Procedure 3:

- 1) Select several test employees who are Law Enforcement Officers (Occ Code = 1811) presently *not* receiving Availability Pay.
- 2) Suspend and mature Personnel Actions affecting Basic Pay, such as NOACs 702, 894, etc.
- 3) Suspend and mature NOAC 819 (Availability Pay).

H. Validation 3:

- 1) Verify no Availability Pay is computed.
- 2) Verify NOAC 819 sets Availability Pay in an amount equal to the lesser of 25% of Adjusted Basic Pay or the difference between the Salary Limit for Grade 5 as defined in the REX2 table (\$114,500) and the employees' Adjusted Basic Pay. Also verify the system-generated Availability Pay in NOAC 819 may be changed by entering an amount equal to or less than 25% of Adjusted Basic Pay.

13. 20000082

- A. Purpose:** To implement processing for Series I Bonds in NPPS. Note that table TBOND has been updated to include both EE and I Series Bonds. Processing will be like that of Series EE Bonds except for the new requirement to enter the Bond Series.

- B. **Test Procedure 1:** At the Bond screen, “add” Series I bonds and owners as necessary in denominations equal to \$50, \$75, \$100, \$200, \$500, and \$1000.
- C. **Validation1:** Verify each Series I Bond reflects a Purchase Price equal to the denomination of the Bond.
- D. **Test Procedure 2:** At the Bond screen, “change” Req Deduct.
- E. **Validation 2:** Verify each change invokes a recalculation of “normals”.
- F. **Test Procedure 3:** At the Bond screen, “delete” a Bond.
- G. **Validation 3:** Verify the Bond has a status of “DELETE”.
- H. **Test Procedure 4:** Run full Payroll cycle for all test employees.
- I. **Validation 4:** Verify appropriate reports (and tape listings) accurately reflect both Series EE and I Bond deductions, purchases, etc.

14. **20000084**

- A. **Purpose:** Relational Edits CSH and PPT occurring when trying to process an action for “wage grade” employee, using Legal Authority of Y1M.
- B. **Test Procedure:** Suspend NOAC 702 (Promotion) for any wage grade employee (i.e., any ‘w’ pay plan).
- C. **Validation:** Verify that edits are returned only when expected.

15. **20000088**

- A. **Purpose:** State Tax is incorrect in awards when federal tax is used in the state tax calculation.
- B. **Test Procedure:** Suspend a cash award for an employee. Do not use “on-the-spot” award processing. Using the applicable state tax algorithm, calculate the state tax.
- C. **Validation:** Verify NPPS calculations against the manual calculations.

16. **20000089**

- A. **Purpose:** To prohibit duplicate records from being processed through the MAWARD.
- B. **Test Procedure:**
 - 1) Use MAWARD to add an award for an employee.
 - 2) Mature the award action.
 - 3) Use MAWARD to add the same award and effective date for that employee.
- C. **Validation:** Verify that MAWARD displays a message to disallow duplicate Noac and effective date for same employee.

17. **20000090**

- A. **Purpose:** To prevent CPDF transmission errors in reporting Performance Pattern for SES employees.
- B. **Test Procedure:** Suspend an action for an SES employee, setting Performance Pattern = A, B, C, or D.
- C. **Validation:** Verify the Relational Edit PRL is displayed if the performance pattern is not H for ES Pay Plan employee

18. **20000094**

- A. **Purpose:** To add New Jersey State Tax to NPPS.
- B. **Test Procedure:** From FTAX select employee for testing, enter NJ in state tax code, marital status of s, exemption 1, check QNORM for state tax deductions. 2nd case, change marital status to M, filing status blank, 3 exemptions, 3rd case, change marital status to H, filing status blank, 2 exemptions, 4th case, marital status, change to S, filing status, to A, exemption to 1, 5th case, marital status change to s, filing status b, exemption 1, 6th case, marital status S, filing status C, 1 exemption, 7th case, marital status, S, filing Status, D 1 exemption, 8th case, marital status S, filing status E, 1 exemption, 9th case, marital status M, filing Status, A 4 exemptions, 10th case, marital status, M, filing Status, B, 4 exemptions, 11th case, marital status, M, filing status, C, 4 exemptions, 12th case, marital status, M, filing Status, D, 4 exemptions, 13th case, marital status, M, filing status E, 4 exemptions, 14th case, marital status H, filing status A, 2 exemptions, 15th case, marital status, H, filing status, B, 2 exemptions, 16th case, marital status, H, filing status, C, 2 exemptions, 17th case, Marital status, H, filing status D, 2 exemptions, 18th case, Marital status, H, filing status, E, 2 exemptions. Use different test employees for some of these test, some of the same employees can be used for testing, just change the marital status, filing status, and exemptions. Process an on the spot award for test employee.
- C. **Validation:** Verify the taxes deducted under each case are correct per the TTAX tables. Hand calculation also help prove the tables are correct and in accordance with New Jersey State tax regulations. Verify the taxes withheld for on the spot awards correspond to the amount on TTAX.

19. **20000095**

- A. **Purpose:** To show that COP has been changed to allow 360 hours of COP per injury with a total of 3 injuries allowed.
- B. **Test Procedure:** Select test employee, enter SSN on COP screen, enter a date limit of a date in the future, enter 360 hours under hours allowed, enter another date in the future and enter 360 hours under hours allowed, enter another date in the future and enter 360 hours

under hours allowed. Give employee a good time card, verify that some hours on the time card were charged to Code "I".

- C. **Validation:** Verify that time entered on the time card was paid, verify from the COP screen, that the hours of COP charged appear at the bottom of the screen under Total COP leave paid YTD, and also current B/W COP used. These hours do NOT appear on the YTD USED for INJURY TO DATE lines, this must be a manual effort on the part of the payroll office. These hours DO NOT flow thru to the YTDLVCT SCREEN.

20. **20000097**

- A. **Purpose:** Delete specified Comment Codes from table TCOMENT.
- B. **Test Procedure:** Use MLCADJ to enter 895 NOAC for the NEB151 and NSS1900k modules. Run the scheduled Job. Go to PERACT add an sf50 NOAC using codes P26, P70, P71, P79, B39, B40, B64, AND B65.
- C. **Validations:** Verify that you do get an edit not allowing you to schedule the job in New Code.

21. **20000111**

- A. **Purpose:** To add Michigan State Tax to NPPS.
- B. **Test Procedure:** Select employee for testing, FTAX screen, enter MI in the state tax code, several cases will be tested, 1st case, marital status, S, exempt flag, E, 2nd case marital status, s, exemption 1, 3rd test case, marital status, M, exempt flag, E, 4th case, marital Status, M, 2 exemptions, 5th test case, marital status, H, exempt flag, E, 6th case, marital status, H, 3 exemptions. Give each test employee a good time card and check QNORM, and QREG. Process an on the spot award for an employee.
- C. **Validation:** Verify taxes were deducted on regular pay and on the spot award in accordance with the TTAX table and also verify that the calculation are in accordance with Michigan state tax laws.

22. **20000112**

- A. **Purpose:** To add Massachusetts state tax to NPPS.
- B. **Test Procedure:** Select employees for testing, marital status is not required for Massachusetts state tax. FTAX screen, enter MA in state tax, M, in marital status, should receive message that marital status must be blank. First case, enter E in the exempt flag, 2nd case, enter 1 exemption, 3rd case, enter 2 exemptions, plus 1 additional exemption, 4th case, 3 exemptions, additional withholding of \$50.00, 5th case, 3 exemptions, 2 additional exemptions. Process an on the spot award for test employee. Give each test employee a good time and check QREG and QNORM.

- C. **Validation:** Verify taxes were deducted on regular pay and on the spot award in accordance with the TTAX table and verify these deductions are in accordance with Massachusetts state tax laws.

23. **20000113**

- A. **Purpose:** To add Georgia state tax to NPPS.
- B. **Test Procedure:** FTAX, enter GA in the state tax. Several cases will be tested. First case, martial status, M, exemption I, filing status J, working spouse, enter Y, 2nd case, martial status, M, exemption 3, filing J, 3rd case, Martial status M, exemption 4, filing status S, working spouse, enter Y, 4th case, Martial status S, 4 exemptions, 5th case, martial status, S, exemption 2, working spouse Y, 6th case, Martial status, S, filing status blank, 2 exemptions, 7th case, Martial status, H, exemption 4, filing status, leave blank, 8th case, martial status H, filing status blank, 4 exemptions. If martial status S or H is used, filing status must be blank. Give test employees a good time card. Process an on the spot award for employee.
- C. **Validation:** Verify taxes were deducted on regular pay and on the spot award in accordance with the TTAX table and verify these deductions are in accordance with Georgia state tax laws.

24. **20000114**

- A. **Purpose:** To add Hawaii state tax to NPPS.
- B. **Test Procedure:** Select employees for testing, FTAX enter HI in the state tax, first case, marital status, M, 21 allowances, 2nd case, marital status M, 4 allowances, 3rd case, marital status, M, exempt from withholding flag to be set, 4th case Marital status, S, 1 allowance, 5th case, marital status, S, no allowances. Give test employees a good time card. Check QNORM and QREG, Process an on the spot award for test employee.
- C. **Validation:** Verify taxes were deducted on regular pay and on the spot award in accordance with the TTAX table and verify these deductions are in accordance with Hawaii state tax laws.

25. **20000115**

- A. **Purpose:** To add Wisconsin state tax to NPPS.
- B. **Test Procedure:** Select employees for testing, FTAX enter WI in the state tax, first case, marital status, S, exempt flag e, 2nd case, marital status, S, 2 exemptions, 3rd case, marital status M, 3 exemptions, 4th case, Marital status, S, 3 exemptions, additional withholding, enter \$20.00, 5th case, marital status, M, 4 exemptions, additional withholding \$10. 00. Give each test employee a good time card. Process an on the spot award for employee. Check QNORM and QREG.

- C. **Validation:** Verify taxes were deducted on regular pay and on the spot award in accordance with the TTAX table and verify these deductions are in accordance with Wisconsin state tax laws.

26. **20000116**

- A. **Purpose:** To add Illinois state tax to NPPS.
- B. **Test Procedure:** Marital Status is not required for Illinois State Tax. On the FTAX screen, enter IL, in the state tax, enter M, in the marital status, should receive message that marital status must be blank. Select test employees, 1st case, exempt flag, enter E, 2nd case, enter 1 exemption, 3rd case enter 2 exemptions, 1 additional exemption, 4th case, enter 3 exemptions, additional withholding \$150.00, 5th case, 3 exemptions, 2 additional exemptions, \$100 additional withholding. Give each test employee a good time card. Check QNORM and QREG. Process an on the spot award for test employee.
- C. **Validation:** Verify taxes were deducted on regular pay and on the spot award in accordance with TTAX table and verify these deductions are in accordance with Illinois state tax laws.

27. **20000118**

- A. **Purpose:** FEHB used incorrectly in personnel Award Calculations.
- B. **Test Procedure:** Select employees with normal FEHB deductions and state or city Normal deductions. Give employee a Personnel non-spot Award and mature them.
- C. **Validation:** Hand calculate the state and city taxes for the selected employees and verify that the FEHB payment amounts are not being included in the calculation algorithm. See SRS for the calculation algorithm.

28. **20000119**

- A. **Purpose:** To add Indiana state tax to NPPS.
- B. **Test Procedure:** Marital status is not required for Indiana State tax. FTAX, enter IN in the state tax, enter M, in the marital status, should receive message that marital status must be blank. 1st case, exempt flag, enter E, 2nd case, under exemption enter 1, 3rd case, enter 2 exemptions, 1 additional exemption, 4th case, 3 exemptions, additional withholding \$50.00, 5th case, 3 exemptions, 2 additional exemptions. Give test employees a good time card. Check QNORM and QREG. Process an on the spot award for test employee.
- C. **Validation:** Verify taxes were deducted on regular pay and on the spot award in accordance with TTAX table and verify these deductions are in accordance with Indiana state tax laws.

**NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 8.1
APRIL 2001**

The purpose of this release is to implement the changes allocated to software release 8.1 described below.

SOFTWARE RELEASE 8.1

RC 1620s IMPLEMENTED

99000076	FTAX State Code in TEMPRID
20000013	TSP Loan Incorrectly Cancelled when Employee Separates
20000016	Bond Refund Amount Reset if Changes Made in Delete Status
20000038	SF113A Report
20000053	Report 423 Heading Correction for Adoss
20000080	LEO Exceeding Pay Cap on SF50/SF52
20000082	I Bonds
20000084	Edits CSH and PPT for GW Pay Plan
20000088	State Tax on Award Incorrect if Based on Federal Tax
20000089	Error in Processing Awards on MAWARD Screen
20000090	Need Edit Message Added for SES Performance Plan
20000094	Add New Jersey State Tax to NPPS
20000095	COP Screen Injury Hours Limit Incorrect
20000097	TCOMENT Deletion
20000111	Add Michigan State Tax to NPPS
20000112	Add Massachusetts State Tax to NPPS
20000113	Add Georgia State Tax to NPPS
20000114	Add Hawaii State Tax to NPPS
20000115	Add Wisconsin State Tax to NPPS
20000116	Add Illinois State Tax to NPPS
20000118	FEHB Being Incorrectly Used in State/City Tax Personnel Award Calculations
20000119	Add Indiana State Tax to NPPS

******* RECORD COUNT = 22**

DR 1620s IMPLEMENTED

96000257	Garnishment Deduction Clear Out
99000086	NEBA Basic Coverage History Field
99000096	State Tax Reported Incorrectly on SF1166
99000110	Report 201 Fatal Error if Run After Midnight
20000060	Incorrect Key on Superdescriptor Field
20000074	Garnishment Not Subtracted From Net Pay on QNORM during CA00009 (batch) Processing

***** **RECORD COUNT = 06**

APPENDIX D

INSTALLATION INSTRUCTIONS

**NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 8.1
April 2001**

Introduction

Release Date – April 30, 2001

Release Inventory:

Dataset Names:

The following datasets are located on the transient storage DASD volumes under the following data sets names:

- MSMOV.NPPS.PROD.R810.R0401.SRC
- xxMOV.NPPS.PROD.R810.R0401.DOC
- MSMOV.NPPS.PROD.R810.R0401.GLS
- xxMOV.NPPS.PROD.R810.R0401.PRD

Physical media:
VDD

In case of installation problems contact the NACC Technical Services Center (Use following Key Words: SESAAS & NPPS):

Telephone: (256) 544-5516
E-Mail: billy.graham@msfc.nasa.gov
Fax: (256) 544-1836

Installation Sequence

The sequence in which the installation of this release should occur is provided in the following list. Applicable sections are listed in the Installation Checklist.

- 1.0 Backup Existing Data
- 2.0 Copy Source/Object Code
- 3.0 Pre-Predict Data Conversion
- 4.0 Install Predict
- 5.0 Install Data Glossary
- 6.0 Catalog Source Code
- 7.0 Post-Predict Data Conversion
- 8.0 JCL/BJS/Xerox Modifications
- 9.0 Special Instructions
- 10.0 Installation Checklist

1.0 BACKUP EXISTING DATA

It is advisable to back up all NPPS files as a precautionary measure prior to installation of software release.

2.0 COPY SOURCE/OBJECT CODE

2.1 Copy Source Modules

When installing software release 8.1, load the NPPS new and modified programs from dataset MSMOV.NPPS.PROD.R810.R0401.SRC using the Natural utility NATLOAD. The source programs were unloaded using the Natural utility NATUNLD. The programs will be loaded to the application library NPPS, replacing any existing programs of the same name. The source module counts included in this release are listed below:

Natural Source Modules by Type

Global Data Areas	0
Local/Param Data Areas	6
Maps	10
Help routines	1
Subroutines	6
Subprograms	3
Programs	60
Copycode	0
Text	0
Process	0
Miscellaneous Objects	0
=====	
Total Programming Objects	86
Total Views Unloaded	0
Total Objects Read	86
Total Object Unloaded	86

2.2 List of Source Code Modifications

The following is a list of all modules that were modified for the software release 8.1.

PROGRAM	DESCRIPTION
EEB001	Read Transaction in From OPM
EEB002	Create/Update EE Master Records
LDA6160A	NPS2-PAY-MASTER View
NAB201	Transaction Report
NAB301	Bond Status Register
NAB302	Bond Enrollment Register
NAB404	Bond Request Register
NAB406A	SF1166 Voucher and Schedule of Payments
NAB408	State, County, City Tax WH Report
NAB423	Pay History Report
NAB6060	Pay Period Initialization
NAB6080	Normals Calculation
NAB6080B	Normals Calculation
NAB6120	TBOND Extract for 'EE' Bonds
NAB6120A	TBOND Extract with Center ID for 'EE' Bonds
NAB6121	TBOND Listing and Statistics for 'EE' Bonds
NAB6160	History File Update Part I

PROGRAM	DESCRIPTION
NAF406B	Recap of Payment Tape Sent to US Treasury
NAF406D	Recap for Accounting
NAH00N5	Payroll Field Level Help (Bond Screen)
NAL1233A	User Variables Local Data Area
NAL1233B	NPS2-PAY-MASTER Local Data Area
NAL1233D	Bond and Bond Owner Elements
NAM1233	Bond Screen
NAM1241	FTAX
NAM2040	Federal and State Tax Table
NAM2080	TLIMIT Screen
NAM2100	TBOND Table Screen
NAM4800	SF16EBND Screen
NAO1233	Bond Screen
NAO1233S	Bond Mature Process (Non-EE)
NAO1233T	Bond/Owner Susp Trans Process
NAO1241	Federal and State Taxes
NAO1241B	Federal and State Taxes
NAO1380	Continuation of Pay Leave
NAO2040	Federal and State Taxes
NAO2100	Bond Table Maintenance
NAO3130B	Leave Accounting
NAO3150C	Official Pay Record – Net Pay
NAO3150E	Calc Bonds, CFC, Vol, Union, EIC Adj
NAO3160B	Official Pay Record Backout
NAO3160C	Official Pay Record Backout
NAO4800	Bonds Voucher
NAO4930	State/Local Tax Amounts
NAO7110	Non-Personnel Action Cash Awards
NAO7110B	Non-Personnel Action Cash Awards
NAO9101	Normals Gross/Federal Tax
NAO9110	Normals Garnishment
NAO9120O	Calculate State Tax
NAO9120P	Calculate State Tax
NAO9120R	Calculate State Tax
NEB151	Approved Action Not Requiring a SF50
NEB364A	Full Tables Report
NEB9730	CAPPS SF Submission File
NEO1900A	Screen A Edits

PROGRAM	DESCRIPTION
NEO1900K	Screen K Edits
NEO1911	Relational Edit Module (CSH/AAW)
NEO1919	Relational Edit Module (PPT/PRL)
NEO1954	Relational Edit Module (NOP)
NEO3130	Payroll Master Update II
NEO3140	Award Processing
NEO3150	Termination Process Mature Process
NEO4030	SF50 Suspense Transaction Selection
NEO4130	SF52 Suspense Transaction Selection
NEO9070	Mass Award
NPB000LA	NPS2-PAY-MASTER Local Data Area
NPB000LD	Pay Master, MER, Addr Local Area
NSS0020	Ext-NSS0020-get-suspense-record
NSS1110L	Spot Award Gross Computation
NSS1900J	Calculate Other Pay
NSS1900K	Get Pay Fields
NSS201C	Detail Transactions from BOND Screen
NSS201FF	BOWN Screen Layout
NSS4040A	EXT-Access-Combo-Noac
NSS4140A	EXT-Access-Combo-Noac-SF52

RELEASE PROGRAMS (MOD) ==> 75

2.3 List of Source Code Additions

The following is a list of all modules that were created for the software release 8.1.

PROGRAM	DESCRIPTION
NAB6080D	Normals Recomputation – State/City
NAB6122	TBOND Extract for 'I' Bonds
NAB6122A	TBOND Extract with Center ID for Bonds
NAB6123	TBOND Listing and Statistics for 'I' Bonds
NAF406J	Recap of Series I Bonds Sent to Fed Reserve
NAM4801	SF16IBND Screen
NAO4801	Bonds Voucher
NPTL0034	File Unload Program
NPTL0035	File Load Program

PROGRAM	DESCRIPTION
NPTL0037	File Load Program
NPTL0038	File Unload Program

RELEASE PROGRAMS (NEW) ==> 11

2.4 List of Source Code Deletions

The following is a list of all modules that were deleted for the software release 8.1.

PROGRAM	DESCRIPTION
NAB425	Semi-annual Bond Report
NAM1233R	Bond Screen

RELEASE PROGRAMS (DEL) ==> 2

3.0 PRE-PREDICT DATA CONVERSION

Tool NPTL0034 must be run to unload file 227 (NPS2-PAY-PHYSICAL) to a sequential dataset. Must be run first in the sequence of events to add the PAY-BOND-SERIES-CODE field to the NPS2-PAY-MASTER view.

Tool NPTL0038 must be run to unload file 234 (NPS2-PER-MASTER) to a sequential dataset. Must be run first in the sequence of events to change the PER-NAMEMIDDLE field.

4.0 INSTALL PREDICT

4.1 Data Dictionary Changes

This release includes the enhancements for release 8.1.0 and Data Glossary changes (only) for release 8.0.2. Details for changes in this release can be found under paragraph 4.1.3, Physical File Changes, or by performing Predict reporting on the keywords NPPS-8.1.0 and NPPS-8.0.2.

Use SYSDICBE to load the PREDICT modifications from the dataset xxMOV.NPPS.PROD.R810.R0401.PRD.

The following NPPS Data Definition Modules (DDMs) should be generated after the PREDICT load is complete.

NPS2-PAY-MASTER
NPS2-PAY-PHYSICAL
NPS2-PER-MASTER
NTDS-NPS2-PER-MASTER

It is not necessary to regenerate any of the other DDMs. The only modifications were to add documentation supporting the utility that populates the NPS2-DATA-GLOSSARY.

4.1.1 Inventory of Objects

The object types and inventory listed below represent a comprehensive count of the PREDICT object modules for this release.

Predict Objects by Type:

Keyword	2
Standard Files	0
Conceptual Files	14
ADABAS Files and Views	23

4.1.2 Storage Considerations

The changes represented by this release should not affect storage requirements.

4.1.3 Physical File Changes

Delete and rebuild the following files (empty), using the new Predict information sent with this release. The files will be populated in step 7.0 POST-PREDICT DATA CONVERSION using the datasets created in step 3.0 PRE-PREDICT DATA CONVERSION.

NPS2-PAY-PHYSICAL	file # 227
NPS2-PER-MASTER	file # 234

5.0 INSTALL DATA GLOSSARY

Load the ADABAS file NPS2-DATA-GLOSSARY (file #243, 4243 records) from the dataset MSMOV.NPPS.PROD.R810.R0401.GLS using the following ADABAS ADASAV utility commands.

ADASAV RESTORE OVERWRITE
ADASAV FMOVE=243

The following field is new and has had a data dictionary description added:
BOND: SERIES (NPS2-PAY-MASTER.PAY-BOND-SERIES-CODE)

Changes were made to update the following fields:

AVAILABILITY PAY: ANNUAL AMT
COP: PRIOR PP DATE
COP LEAVE: COST ACCT-2 YTD DIFF
COP LEAVE: COST ACCT-1 YTD-DIF
COP LEAVE: COST ACCT-2 YTD OLD
COP LEAVE: HOURS TOTAL YTD
TSP ADJ AMT: REC CODE 26
TSP ADJ: RECORD CODE 16
TSP: ALLOCATED RATE OF DISTR
TSP: CURR PP EMP ADJUSTMENT
TSP: CURR PP GOV BASIC ADJ
TSP: CURR PP GOV MATCH ADJ
TSP: CY DED DISTR ADJ
TSP: CY DED DISTR B/W
TSP: CY DED DISTR-C
TSP: CY DED DISTR-F
TSP: CY DED DISTR-G
TSP: EMP ADJ C-FUND
TSP: EMP ADJ F-FUND
TSP: EMP ADJ C-FUND
TSP: EMP ADJ G-FUND
TSP: EMP CURR TSP DED C-FUND ADJ
TSP: EMP CURR TSP DED F-FUND ADJ
TSP: EMP CURR TSP DED G-FUND ADJ
TSP: EMP DIST C-FUND
TSP: EMP DIST CNTR YTD FUNDC DIF
TSP: EMP DIST CNTR YTD FUNDC NEW
TSP: EMP DIST CNTR YTD FUNDC OLD
TSP: EMP DIST CNTR YTD FUNDF DIF
TSP: EMP DIST CNTR YTD FUNDF NEW
TSP: EMP DIST CNTR YTD FUNDF OLD
TSP: EMP DIST F-FUND
TSP: EMP DIST G-FUND
TSP: EMPLOYEE STATUS CODE
TSP: EMPLOYEE STATUS DATE

TSP: GOV BASIC CUR PP C-FUND ADJ
TSP: GOV BASIC CUR PP F-FUND ADJ
TSP: GOV BASIC CUR PP G-FUND ADJ
TSP: GOV MAT CNTR YTD FUND C DIF
TSP: GOV MAT CNTR YTD FUND C NEW
TSP: GOV MAT CNTR YTD FUND C OLD
TSP: GOV MAT CNTR YTD FUND F DIF
TSP: GOV MAT CNTR YTD FUND F NEW
TSP: GOV MAT CNTR YTD FUND F OLD
TSP: GOV MATCH CUR PP C-FUND ADJ
TSP: GOV MATCH CUR PP F-FUND ADJ
TSP: GOV MATCH CUR PP G-FUND ADJ
TSP: GOVT BASIC ADJ C-FUND
TSP: GOVT BASIC ADJ F-FUND
TSP: GOVT BASIC ADJ G-FUND
TSP: GOVT BASIC AMT C-FUND
TSP: GOVT BASIC AMT DISTR B/W
TSP: GOVT BASIC AMT DISTR YTD-C
TSP: GOVT BASIC AMT DISTR YTD-F
TSP: GOVT BASIC AMT DISTR YTD-G
TSP: GOVT BASIC AMT F-FUND
TSP: GOVT BASIC AMT G-FUND
TSP: GOVT BASIC CONTR DIFF (C)
TSP: GOVT BASIC CONTR DIFF (F)
TSP: GOVT BASIC CONTR DIFF (G)
TSP: GOVT BASIC CONTR NEW (C)
TSP: GOVT BASIC CONTR NEW (F)
TSP: GOVT BASIC CONTR NEW (G)
TSP: GOVT BASIC CONTR OLD (C)
TSP: GOVT BASIC CONTR OLD (F)
TSP: GOVT BASIC CONTR OLD (G)
TSP: GOVT BASIC DISTR ADJ
TSP: GOVT MATCH ADJ C-FUND
TSP: GOVT MATCH ADJ F-FUND
TSP: GOVT MATCH ADJ G-FUND
TSP: GOVT MATCH AMT C-FUND
TSP: GOVT MATCH AMT F-FUND
TSP: GOVT MATCH AMT G-FUND
TSP: GOVT MATCH CONTR DSTR YTD-C
TSP: GOVT MATCH CONTR DSTR YTD-F
TSP: GOVT MATCH CONTR DSTR YTD-G
TSP: GOVT MATCH CONTR TOT B/W
TSP: GOVT MATCHING ADJ DISTR
TSP: GOVT MATCHING DISTR B/W
TSP: REC 21 OR 41 EMP C-FUND AMT
TSP: REC 21 OR 41 EMP F-FUND-AMT

TSP: REC 26 OR 46 EMP FUND AMT
TSP: REC 21 OR 41 G-B C-FUND AMT
TSP: REC 21 OR 41 G-B F-FUND AMT
TSP: REC 26 OR 46 G-B FUND AMT
TSP: REC 21 OR 41 G-M C-FUND AMT
TSP: REC 21 OR 41 G-M F-FUND AMT
TSP: REC 26 OR 46 G-M FUND AMT
TSP: RECORD NUMBER
TSP: EMPLOYMENT CODE
TSP: EMPLOYMENT CODE HIST
TSP: EMPLOYMENT CODE NEW
TSP: EMPLOYMENT CODE OLD
TSP: EMPLOYMENT DATE
TSP: EMPLOYMENT DATE HIST
TSP: EMPLOYMENT DATE NEW
TSP: EMPLOYMENT DATE OLD
TSP: ELECTED RATE OF DED

6.0 CATALOG SOURCE CODES

When installing software release 8.1, run a batch job to catalog (CATALL) all modules in the NPPS or other named library. It is not necessary to catalog the Global Data Area. The Batch standard parameters should be used for the compile.

After objects are compiled, the NPPS application will run under the On-line standard parameters.

7.0 POST-PREDICT DATA CONVERSION

Tool NPTL0035 must be run to load file 227 (NPS2-PAY-PHYSICAL) to the ADABAS file from the sequential dataset. This tool will fill the new PAY-BOND-SERIES-CODE with the value 'EE' for all existing bonds.

Tool NPTL0037 must be run to load file 234 (NPS2-PER-MASTER) to the ADABAS file from the sequential dataset.

8.0 JCL/BJS/Xerox MODIFICATIONS

JCL

MASTER FILE – All JCL using the &&MASTER file for NPB000PA must have the LRECL increased 80 bytes to 9441 and the BLKSIZE increased to 28323.

CA00004 – The following JCL changes were made in the SESAAS environment for the addition of I bonds. These are guidelines only, other environments may require other changes.

- 1) A new work file was allocated as DD21 in the allocation step with name PRNT18.
- 2) Three new work files were allocated as AW26 (W32), AW27 (W33), and AW28 (W34) in the allocation step.
- 3) The BOND allocation step (BOND) was changed to BONDE in the dataset name.
- 4) The existing BOND allocation step should be cloned to create a new BOND I step with BOND I reflecting in the dataset name.
- 5) In the existing BOND step the dataset name needs to match the dataset name in the allocation step (step 3 above) and the report should be changed to 506BNDE. The NPB4025 report line should also be changed to 506BNDE.
- 6) Clone the existing BOND and BOND 2 steps renaming them with appropriate BOND I names.
- 7) The BOND I cloned step should incorporate the W32 (step 2) and BOND I (step 4) datasets created in the allocation step. This step will execute NAB6122.
- 8) The second BOND I cloned step should incorporate the W33 and W34 (step 2) datasets created in the allocation step. This step will execute NAB6122A, NAB6123, and NPB4025 putting out report 506BNDI.
- 9) In the IEBGENER print step at the end of the job, add the PRNT18 (step 1) work file.

AdminSTAR/CA00027 – A new file should be added in the allocation step with LOCATION in its title. CMWKF01 in the NEBAS08 step should be modified to expand the LRECL to 127 with appropriate BLKSIZE. A CMWKF02 should be added to the NEBAS08 step with LRECL=91 and appropriate BLKSIZE and SPACE parameters.

NA00425 – Delete the Bond Semiannual Report JCL stream.

BJS

Bond Reports –

Add reports 506BNDE and 506BNDI with the information currently used for 506BND using title '506 Series I Bond' and '506 Series EE Bond'.

Using the BJS system, delete the 506BND report.

Bond Semi-Annual Report - Delete job NA00425 and Report 425.

Xerox

Not applicable

9.0 SPECIAL INSTRUCTIONS

9.1 Update NPPS Release Number

The following process will update the NPPS software numbers:

1. Execute program TOOLVRSN from the Natural Command line.
2. When installing software release 8.1, enter "08.10" for software version number.
3. Press ENTER; a confirmation message displays.
4. Press PF3 to exit the program.

9.2 Add New Command Table Entries

New entries must be added for the SF16IBND and the SF16EBND screens.

On CMDTBL delete the entry for SF16BOND.

On CMDTBL add a new entry:

TEMPLATE: SF16IBND
SUBSYSTEM: PA
PROCESSOR: NAO4801
DESCRIPTION: SF1166 I BOND INFO
INDEX: will be system assigned
COMMAND LINE PROCESSING: Y
LOCAL TABLE: blank

TEMPLATE: SF16EBND
SUBSYSTEM: PA
PROCESSOR: NAO4800
DESCRIPTION: SF1166 EE BOND INFO
INDEX: will be system assigned
COMMAND LINE PROCESSING: Y
LOCAL TABLE: blank

9.3 Update Security for New Command Table Entries

The following process will update security profiles for the new SF16IBND and SF16EBND commands:

1. Execute program NPO1400 from the Natural Command line.

9.4 Applicable Tables Updates

The following tables must be updated in support of the software changes in this release; they are part of the NPPS 1.90 Tables Release. See the applicable Tables Release VDD for a description.

- | | |
|-----------------|-----------------------------|
| 1. TCOMENT | 20000097 |
| 2. TOPMMSG | 20000084/20000090 |
| 3. RREQFLD | 20000090 |
| 4. TTAX | 20000094** |
| | 20000111-20000116, 20000119 |
| 5. CMDTBL/TBOND | 20000082 |

****NOTE:** New states are being added with multiple CCRs. All Employer Ids must be entered on the TEMPRID table if they are not already there. Employees residing in the new states should have their state tax information added/updated on the FTAX screen. The new states must be in the TEMPRID table or an error will be encountered when updating the FTAX screen.

10.0 INSTALLATION CHECKLIST

- 1.0 Back Up Existing Data
- 2.0 Copy Source/Object Code
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- 9.0 Special Instructions